

CITY OF LONG BEACH

WORKFORCE INVESTMENT ACT (WIA) TITLE I

CONTRACT SERVICES CAREER TRANSITION CENTER YOUTH OPPORTUNITY CENTER



Request for Qualifications RFQ #06-002

**Funded by the
Greater Long Beach Workforce Development Board**

**Administered by:
City of Long Beach, Workforce Development Bureau**

**Equal Opportunity Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities
TTY # (562) 570-4629**

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
RFQ # 06-002

WIA YOUTH AND ADULT CONTRACT SERVICES

Timeline

May 24 – 25, 2006	Community Outreach and Legal Advertising
May 26, 2006	Request for Qualifications Released
June 6, 2006	Deadline for Submission of Questions
June 9, 2006	Proposals Due
June 9 – June 14, 2006	Submissions Reviewed
June 15, 2006	Outcome Recommendations to Greater Long Beach Workforce Development Board
June 16, 2006	Notification to Proposers

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
RFQ # 06-002

WIA YOUTH AND ADULT CONTRACT SERVICES

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CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
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WIA YOUTH AND ADULT CONTRACT SERVICES

INTRODUCTION

In collaboration with the City's Chief Elected Official, the Greater Long Beach Workforce Development Board serves as the policy and oversight entity for all Workforce Investment Act (WIA) funds received for the greater Long Beach area. The Workforce Development Bureau of the Community Development Department administers such programs and services on behalf of the City and the Greater Long Beach Workforce Development Board and is requesting proposals from qualified organizations interested in providing contract services for case management, job development, program support, and various in-kind services. These services support the City's WIA funded one-stops, the Career Transition Center (CTC), the Youth Opportunity Center (YOC), and the newly opened Center for Working Families. One-Stop contract services will support Workforce Investment Act formula-funded program services, as well as special projects which are grant funded for specific periods of time. Through this solicitation the City will create a list of approved contractors from which to pull contract services as needs arise and increase throughout the year.

The CTC opened in 1995 to meet the diverse needs of job seekers and businesses and provides employment, reemployment, training and educational services, and referrals for adults who have been laid off due to industry downsizing or closures, are long-term unemployed, have never been employed, or who are unemployed and face significant barriers to finding employment, including homeless and disabled residents.

The YOC provides a full range of employment, education, health, and peer mentoring services to young people through an array of community partner agencies. Employment related services are provided to youth, ages 14 – 24, facing barriers to successful transition to the world of work. The YOC offers internships, work experience, non-traditional work and training opportunities, assistance with completion of school, referrals to local education providers, and unsubsidized employment and volunteer opportunities.

Customers at the Centers utilize self-service resources, or if eligible, intensive and/or training services. Other services include group or one-on-one job search preparation and assistance services, skills remediation, vocational training, in-depth "soft-skills" workshops, personal and vocational counseling, case management, vocational assessment, and supportive services. Local community-based organizations are contracted with to compliment an array of services of community partner agencies.

Organizations eligible to submit responses under this RFQ include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WIA YOUTH AND ADULT STAFFING SERVICES

CONTRACTOR RESPONSIBILITIES

A. OVERVIEW

The Career Transition Center (CTC), and the Youth Opportunity Center (YOC), and Center for Working Families serve the needs of youth, dislocated workers, adults, and local employers with comprehensive and seamless services. Each is comprised of multiple agency staff personnel working mutually toward common success. Staff function as representatives of the one-stop and offer unique collaborations that benefit the customers. Contract positions available are Employment Specialists, Disability Program Navigator, Outreach Specialist, Resource Center Technician and Intake Specialist. Service descriptions are included in the Appendix of this RFQ.

Service providers will work to ensure that customers acquire the skills/services to:

- Return to school, become work ready;
- Return to work in permanent, unsubsidized jobs;
- Receive high quality, customer-driven seamless services;
- Are served in a continuous improvement environment

B. SERVICE DELIVERY

Services available to Youth (ages 14-24)

In and Out-of-School Youth Development Programs; Tutoring and Academic Assistance; Job Search Assistance and Referrals; Career Guidance Counseling; Internships, Job Shadowing, Pre-Apprenticeship Construction Training; Work-Readiness Training Workshops; Volunteer Opportunities; and College Information and Community Resources

Services available to Adults

Customized Job Search Assistance; Pre-Apprenticeship Construction Training; Career Guidance and Counseling; Labor Market Information on Demand Occupations; On-the-Job Training; Computer Classes (Introduction to Internet & MS Windows); Resume Job Matching with Local Employers; Unemployment Insurance Filing; Occupational Skills Training; Work-Readiness Workshops; Veterans Services; and Services for Individuals with Disabilities

Resource Centers for Youth and Adults

Fax Machines; Copiers; Computers; Internet Access; Job Postings; Volunteer Opportunities; EDD CalJOBS; and Virtual One Stop (VOS) Career Services and Online Job Recruitment.

Services available to Employers

Online Job Matching; Access to State Job Matching; Labor market information; Rapid Response assistance (on-site orientations, re-organization planning, layoff aversion assistance, coordination with other agencies/funding sources); Assistance with customized training/retraining; and coordination with other City of Long Beach Business Services

Through this RFQ, the City and the GLBWDB intend to contract with agencies who can provide selected contractors (see Attachments Section) and other services. Staff will be located at the various One-Stop Centers, Monday through Friday, 8:00 a.m. to 5:00 p.m. however, extended hours may be provided as required. Contractors will be co-supervised on a daily basis by management of the One Stops. Management representatives of each contracting agency, along with Workforce Investment Area and One-Stop management staff will comprise the Partner Agency Group. The Group will assist the City in resolving program issues at the one-stop sites.

Personnel decisions relative to staff from outside agencies will be made by the contract agency program operators and final selection contractors will be jointly handled by contractor and the City. The WIA Administrator, acting on behalf of the City and the GLBWDB, will have the final decision and authority on all contractor placements at One-Stops.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WIA Youth and Adult Contract Services

GENERAL RFQ INFORMATION

- (1) The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two agencies.
- (2) The City of Long Beach has the right to reject any proposals that do not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
- (3) All submissions become the property of the City. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
- (4) If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either re-compete the procurement, or enter into a sole source agreement with the sole respondent.
- (5) The contract period is expected to be July 1, 2006 through June 30, 2007. The CLB reserves the right, at its discretion, to extend any resulting financial and non-financial agreements for an additional two years (with actual funding amounts based on performance and availability of state and federal funds) and continued adoption of this program model.
- (6) Should new legislation related to the City's funding of program delivery pass during the RFQ funding cycle, the City reserves the right to publish a new RFQ in order to adhere to modifications and related compliance and regulatory issues.
- (7) Any resulting contracts will be cost reimbursement, with monthly billing required. Contractors will be required to provide a fee schedule of costs. The total amount of administrative costs may not exceed **10%** of the total amount of funding requested (final limits will be determined during contract negotiation with successful bidders).

- (8) Questions regarding elements and requirements of this RFQ will be accepted in written format only. All questions should be either mailed/hand delivered to: **RFQ # 06-002 Review Team, Workforce Development Bureau, Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807; faxed to (562) 570-3657, or emailed to Sally_Ghan@longbeach.gov.** The deadline to submit questions is June 7, 2006. Questions and responses to questions will be posted on the Bureau's website, www.longbeachworkforce.org.
- (9) Any prices proposed within the submission must be valid from the date of the proposal through June 30, 2007, at minimum, and must include any/all costs expected to be paid by the City.
- (10) Five (5) copies of each proposal, of which one (1) must bear original signatures, should be submitted to: **RFP # 06-002 Review Team, Workforce Development Bureau, Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807. The deadline to submit proposals is 4:00 p.m. on June 9, 2006.**
- (11) No late submissions, whether mailed or hand-delivered, will be accepted.
- (12) Respondents may be asked to provide additional information as needed.
- (13) The submissions selected become part of the financial and/or non-financial agreements between the City and the organization, and as such, become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix.
- (14) This announcement and its attachments are an RFQ and are invitations for prospective individuals/firms/community organizations to respond. Although this solicitation is in RFQ format and will follow RFQ conventions, the City expressly intends that the procurement of service providers is a professional service and is not bound solely by the lowest price, where costs apply.
- (15) Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services to One-Stop Programs mission and City needs, and qualifications to provide such services.
- (16) Proposers must be Affirmative Action/Equal Employment Opportunity Employers. Service providers will be required to meet EEO requirements as applicable.
- (17) With respect to resulting agreements that are financial in nature, in order to contract for WIA funds with the City, an organization must:
- a. Not currently be listed on any federal, State of California, or local Debarment List;
 - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;
 - c. Provide documentation of current fiscal and compliance audits, as required by law;
 - d. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;

- e. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;
- f. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
- g. Ensure that reports and/or documents contain correct information;
- h. Adhere to and sign certifications regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
- i. Ensure that:
 - Staff are not placed in a position that will displace a current employee;
 - WIA funds are not used to assist, promote, or deter union organizing;
 - WIA funds are not used to employ or train persons in sectarian activities;
 - WIA funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship; and
- j. File required insurance documentation with the City of Long Beach Risk Manager. Requirements include:
 - Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage.
 - Workers' Compensation as required by State law.
 - Blanket Honesty Bond for at least 25% of the amount of the grant.
 - Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
 - The City of Long Beach and their Officers, Employees, and Agents are to be covered as additional insured.
 - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City of Long Beach.

(18) Organizations awarded contracts will be responsible for:

- Providing qualified contractors in support of workforce programs;
- Providing necessary information to Supervisor on all services provided, including notation of services through the Workforce Development Bureau's Internet-based case management system;
- Providing in-kind or unique services to the One-Stops and their customers that would be otherwise unavailable through current program structure;
- Coordinating program and personnel issues mutually with City management;
- Coordinating with the City's fiscal and administrative staff, and ensuring that required reports and invoices are submitted timely;
- Adhering to performance standard requirements;
- Submitting a Cost Allocation Plan (if applicable);
- Submitting an approved Indirect Cost Rate Letter from a cognizant agency (if applicable to budget).

(19) The City will be responsible for:

- Providing day-to-day management of One-Stop operations and joint coordination of contractors provided through staffing contracts;
- Providing contractor staff with all necessary equipment, supplies, and training relative to performing the contracted job;
- Coordinating with partner agencies on issues of program concerns; and
- Coordinating with contractor staff to ensure timely processing of reports, fiscal documents, and other related items.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
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EVALUATION PROCESS / CRITERIA

A. RFQ SUBMISSION REVIEW PROCESS

(1) All submissions received by 4:00 p.m., June 9, 2006, will be reviewed using the evaluation criteria listed.¹

(2) Staff may conduct visits or interviews to determine the proposing organization's personnel capabilities and compatibilities in providing the services proposed.

(3) Based on the reviews and evaluations conducted, staff will make preliminary recommendations of eligible service providers to the Greater Long Beach Workforce Development Board.

(4) Preliminary recommendations will be placed on an approved contractor list and faxed or emailed to all respondents.

(5) Appeals will be accepted on grounds of process only, be in writing and sent to:

**RFQ # 06-002 Review Team
Workforce Development Bureau
Career Transition Center
3447 Atlantic Avenue
Long Beach, CA 90807
Or, Fax No: (562) 570-3657
Or, Email: sally_ghan@longbeach.gov**

All appeals will need to be received by 4:00 p.m. on June 19, 2006.

¹ The City and the WDB reserve the right to reject any or all proposals.

B. EVALUATION CRITERIA / REQUIRED INFORMATION

The City and the WDB have developed the following criteria to select subcontractors to provide contract services.

1. **Capability of Proposed Contract Staff – 50 Points**
 - Proposed staff have experience in performing effectively in the function indicated (See Attachment section for functional descriptions/position requirements.
 - Evaluation factors include demonstrated ability, employment and training or related past experience and relevant education.
2. **In-Kind Contributions/Value-Added Services Provided – 15 Points**
 - The ability to provide quality and non-duplicative in-kind services that enhance reemployment services to job seekers and/or employer services to the business community.
 - Evaluation factors include accessibility to customers, quality, quantity, customer needs, comparison to other organizations' offerings, and dollar value for proposed services.
3. **Cost Reasonableness of Contractors/Administrative Overhead – 20 Points**
 - The reasonableness and feasibility of proposed costs of direct contractors, management, and administration.
 - Evaluation factors include a review of proposed budget documents for accuracy, completeness, allowance under WIA, appropriateness, and comparison to costs of other proposers.
 - Complete the attached Budget Form. Include all program expenses, including those costs to be borne by the City. Please provide as much detail as is necessary to ensure a sufficient understanding of costs to be incurred. Budget information will be reviewed so to as to determine that costs are reasonable and feasible for services proposed.
4. **Effective Administrative Systems – 15 Points**
 - Administrative, fiscal, and management systems are in place.
 - Evaluation criteria will include a review of clearly defined systems that include expenditure and cost allocation, reporting, and the ability to submit invoices in a timely basis.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
RFQ # 06-002

WIA YOUTH AND ADULT CONTRACT SERVICES

INSTRUCTIONS FOR COMPLETION

GENERAL INSTRUCTIONS FOR COMPLETION

1. A complete proposal must include the following in the specified order listed:
 - a. RFQ Cover Sheet (Attachment 1);
 - b. RFQ Cover Sheet Attachment (Attachment 2);
 - c. Narrative Responses (no more than five pages) and resumes of proposed staff (resumes are not included in the five-page limit);
 - d. Effective administrative systems description (no more than one page);
 - e. Debarment Certification;
 - f. Drug-Free Workplace Certification;
 - g. Lobbying Certification;
 - h. Line-Item Budget; and
 - i. Budget Attachment

All certifications are found in the Section entitled Attachment Forms.

2. All required narratives must be submitted as follows:
 - a. Completed and typed in a size 12 font equivalent with one-inch margins;
 - b. On 8 ½" x 11" white paper;
 - c. Each page numbered on the bottom center; and
 - c. Bound by one staple in the upper left hand corner
3. Proposals must be assembled in the same document order and include required narratives and forms as listed above.
4. To assist in the review process, special report covers or binding should not be used.
5. Five (5) copies of the proposal, of which one (1) must bear original signatures should be submitted to:

**RFQ # 06-002 Review Team
Workforce Development Bureau
Career Transition Center
3447 Atlantic Avenue
Long Beach, CA 90807**

Proposals must be submitted by 4 p.m., June 9, 2006. **Late proposals will not be accepted.**

NARRATIVE RESPONSES

1. Agency History

- a. Provide your organization's previous involvement in administering or operating workforce development or related programs, indicating specific strengths and weaknesses relative to your organization's experiences.
- b. Based on the nature and background of your organization, explain why you will be unique or especially valuable to the operations and services provided.

2. Contractor/Personnel Management

- a. How did you decide on the proposed contractor?
- b. How does your organization view working within the team approach to staffing?
- c. How does your organization propose to coordinate services with One-Stop management staff in terms of daily contractor management and oversights?
- d. Indicate the names and positions of all proposed contractor from your organization (see Attachment Section for a list of open positions). One management representative will be considered at a maximum of 25% of his/her time.

3. In-Kind Contributions and Linkages (do not include in total cost to the City)

- a. Describe in detail how your organization will provide in-kind or value-added services or opportunities.
- b. Complete the In-Kind Contributions Declaration form and attached as indicated.

4. Administrative/Fiscal Systems

- a. How will you administer a contract whereby your staff will be housed off-site as One-Stop contractors?
- b. How will you track and administer payroll for staff involved with this contract?
- c. How will you track and report monthly expenditures by cost categories?
- d. How will you track and report monthly value of in-kind services provided?
- e. Describe your fiscal capabilities and experience.

ATTACHMENT FORMS

RFQ COVER SHEET

COVER SHEET STTACHMENT

IN-KIND CONTRIBUTIONS

DEBARMENT CERTIFICATION

DRUG-FREE WORKPLACE CERTIFICATION

LOBBYING CERTIFICATION

LINE-ITEM BUDGET

BUDGET ATTACHMENT

STAFFING POSITIONS

JOB DESCRIPTIONS

ATTACHMENT 1

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFQ # 06-002

WIA YOUTH AND ADULT CONTRACT SERVICES

RFQ COVER SHEET

LEGAL NAME OF AGENCY: _____

CONTRACT PERSON: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

THE APPLICANT CERTIFIES THAT THE INFORMATION PROVIDED IN THIS SUBMISSION IS CORRECT TO THE BEST OF THE KNOWLEDGE AND BELIEF, AND THAT THE FILING OF THIS SUBMISSION HAS BEEN DULY AUTHORIZED. THE APPLICANT FURTHER CERTIFIES THAT COSTS ASSOCIATED WITH THIS SUBMISSIONS ARE FIRM AND FIXED.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

AMOUNT OF REQUESTED FUNDING: \$ _____

PROPOSED STAFFING SUMMARY	
EMPLOYMENT SPECIALISTS	
RESOURCE CENTER TECHNICIAN	
INTAKE SPECIALIST	
AGENCY MANAGEMENT	
DISABILITY PROGRAM NAVIGATOR	
OUTREACH SPECIALIST	

ATTACHMENT 2

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
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RFQ COVER SHEET ATTACHMENT

Legal Name of Organization: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID #: _____

Legal Status of Organization (Please Check One):

- | | |
|---|---|
| <input type="checkbox"/> Public Agency/Government | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Private-for-Profit Corporation | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Other: _____ |

Years Organization has been in operation: _____

If Corporation, indicate State and year Organization was incorporated: _____

Does the Organization have a Board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please attach a list of the names of the members, their address, and their phone numbers.

Acknowledgment:

In compliance with the request for proposals, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Tile

Date

Signature of Authorized Representative

Date

Attachment 3

IN-KIND CONTRIBUTION DECLARATION
(Contributions and value-added services at no cost to the City/GLBWDB)

Agency: _____

CONTRIBUTION CATEGORY	DESCRIPTION OF SERVICE OR ITEMS PROVIDED	SOURCE
Support Training Services		
Contract Program		
Equipment/Materials/Supplies		
Other		

**City of Long Beach
Workforce Development Bureau**

DEBARMENT CERTIFICATION

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower
Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

- (1) The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative

Title of Authorized Representative

Agency

Date

**City of Long Beach
Workforce Development Bureau
DRUG-FREE WORKPLACE CERTIFICATION**

The Long Beach City Attorney has mandated that all potential contractors complete the following Drug-Free Workplace Certification form:

LEGAL NAME OF AGENCY:

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace,
 - 2. The person's or agency's policy of maintaining a drug-free workplace,
 - 3. Any available counseling, rehabilitation, and employee assistance programs, and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(c), that every employee who works for the proposed contract or grant:
 - 1. Will receive a copy of the agency's drug-free policy statement, and
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIALS NAME:

DATE EXECUTED:	EXECUTED IN COUNTY OF:
----------------	------------------------

SIGNATURE:

TITLE:

FEDERAL I.D. NUMBER

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year _____ quarter _____ Date of last report _____
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4. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier _____, <i>if known:</i> Congressional District, <i>if known:</i> _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known:</i> _____
6. Federal Department/Agency	7. Federal Program Name/Description: CFDA Number, <i>if applicable:</i> _____
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____
10 a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): _____ (attach Continuation Sheet(s) _____)	10b. Individual Performing Services (include address if different from No. 10a.) (last name, first name, MI): _____ (attach Continuation Sheet(s) SF-LLL-A, if necessary)
11. Amount of Payment (check all that apply): \$ _____ actual \$ _____ planned	13. Type of Payment (check all that apply): a. Retainer b. one-time fee c. commission d. contingent fee e. deferred other; specify: _____
12. Form of Payment (check all that apply): a. cash b. in-kind; specify: nature _____ value _____	
14. Brief Description of Services Performed or to be Performed and date(s) of Service, including Officer(s), Employee(s) or Member(s) contacted, for Payment indicated in Item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary)	
15. Continuation Sheet(s) SF-LLL-A attached: <div style="display: flex; justify-content: space-between;"> Yes No </div>	
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subgrantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 check "subawardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services,

and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

**City of Long Beach
Workforce Development Bureau**

FEDERAL CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE
AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) All subrecipients of subcontracts, subgrants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Signatory

Signature

Date

**CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
STAFFING BUDGET INSTRUCTIONS**

ORGANIZATION INFORMATION: Enter your organization's name and address, etc.

AGREEMENT INFORMATION: Will be completed when contract is executed

PROJECT BUDGET SUMMARY: List all total costs incurred in the budget detail by account number Program Costs

IN-DIRECT COSTS - Account No. 103

Indirect Cost Rate Agreements are only provided to agencies with multiple funding of which at least one is a federal funding source. Indirect Cost Rate Agreements are provided solely through a federal cognizant agency. If an agency has an approved indirect cost rate below 10% they may not exceed their indirect rate as approved by their cognizant federal agency. NOTE: Agencies that do not have an Indirect Cost Rate Agreement will be asked to submit a cost allocation plan upon contract negotiations.

PROGRAM - Salaries and Wages - Account No. 201

List all program staff positions funded by this project

PROGRAM - Fringe Benefits - Account No. 202

17.9% of salary includes FICA and Medical, may include additional budget if justified.

IN-KIND FUNDS: In kind services can be in the form of, but not limited to, staffing services, staff training, equipment, etc. It is also any activity of your program paid for by other funding sources other than this grant, such as TANF, ADA, your organization, etc.

ATTACHMENT "B"

**CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
WIA STAFFING BUDGET SUMMARY**

Organization Information:

Name: _____

Address: _____
Street City Zip Code

Telephone Number: _____

Fax Number: _____

Email Address: _____

Contact Person: _____

Federal ID: _____

Agreement Information:

Budget Period: _____ **Contract No:** _____

Effective Date: _____ **Amendment No:** _____

Funding Source: _____

Project Name: _____

Fiscal Approval: _____ **Date:** _____

STAFFING BUDGET INFORMATION

SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	(A)	(B)	(C)
118	Indirect Costs	-		-
201	Project Staff	-		-
202	Fringe Benefits	-		-
Total Funds Requested:		-	-	-

Section B - Cost Sharing/Match Summary (if appropriate)

Acct. No.	Budget Category	(A)	(B)	(C)
302	In-Kind Contribution	-		-
				-
Total Cost Sharing/Match:		-	-	-

Note: Use column A to record funds requested for the initial period of performance (i.e., 12 months, 13 months, etc); Use Column B to request budget modification changes to your original budget, Column A, (i.e., requests for additional funds or line item changes); and use Column C to record the totals (A + B). If this is the initial budget request, there will be no modifications and Column A will equal column C.

BUDGET DETAIL

IN-DIRECT

Account 118

Indirect Costs				Total
Indirect Costs				
			TOTAL	-

PROGRAM COSTS: STAFF SALARIES

Account 201

Position Title/Activity	Hour Salary	No. of Months	% of Time	Total
Eunice Alvarez/Empl. Spec.				
Alejandra Lopez/Empl. Spec.				
Naomi Cruz/Clerical				
New Hire/Empl. Spec.				
Paul Bott/Project Director				
			TOTAL	-

PROGRAM: FRINGE BENEFITS

Account 202

Description	% Rate	Rate Applied to		Total
FICA		0	-	
Medicare		0	-	
Workmen's Compensation		0	-	
Health & Welfare Insurance		0	-	
Retirement or Pension		0	-	
Vacation		0	-	
Other SUI		0	-	
			-	
			TOTAL	-

GRAND TOTAL	\$	-
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IN-KIND CONTRIBUTION

Account 303

IN KIND CONTRIBUTION				Account #
Description		Quantity/Price		Total
			TOTAL	-

**CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR QUALIFICATIONS
RFQ #06-001
BUDGET ATTACHMENT**

WIA Staffing Services

Agency Name: _____

Contract No.: _____ **Budget Period:** _____

Amendment No: _____ **Effective Date:** _____

Please summarize all proposed staff below:

Staff Name	Function	Hourly Rate	Fringe Benefit Rate	Salary Charged to City	% Program/ % Adm.
TOTAL:					

APPENDIX

Contract Positions Available

CONTRACT DESCRIPTIONS

Employment Specialist (Universal Services & Staff Assisted Services)

The Employment Specialist performs a full range of job duties related to various training and employment programs. With respect to the Workforce Investment Act (WIA), the Employment Specialist moves customers between Core A Universal Access, Core B Intensive and Training, Exit and Follow-up services, consistent with organizational goals, policies, and procedures. Examples of duties include but are not limited to the following:

- Conduct initial needs assessment of customers entering core services.
- Refer customers to appropriate one-stop and/or community services and programs.
- Assist customers with eligibility determination and the certification process.
- Possess knowledge of community services and services available to assist customers.
- Conduct and develop employment preparation workshops.
- Provide career counseling and job guidance.
- Provide customers resume, job search, interviewing assistance and employability counseling.
- Enhance customer's job readiness by assisting them to complete the career assessment resume builder sections in the Employment Preparation Lab.
- Develop and promote employment opportunities for customers.
- Utilize current labor market and economic information to assist customers related to hiring trends in the region and other relevant areas.
- Utilize the Virtual One-Stop System (VOS) to match developed job leads with WIA customers.
- Assist employers in filing their job orders by referring appropriate customers.
- Assess customers' needs and develop an Individual Employment Plan outlining necessary steps and service needed to achieve the identified employment goal.
- Utilize VOS to manage and maintain caseload.
- Assist customers in selecting training vendors, issuing and monitoring Individual Training Account vouchers.
- Conduct on-site monitoring and progress reports for CVT and OJT, including completion of Enrollment and Exit Matrices.
- Share responsibility in meeting or exceeding program goals and objectives and individual performance measures.
- Be knowledgeable of WIA Adult and Dislocated Core and Common Performance Measures.
- Maintain required documentation in customer's file to ensure compliance with WIA rules and regulations and local policies and procedures.
- Assist with outreach and recruitment for WIA and non-WIA special projects.

- Assist with presentations as required.
- Represent the Bureau at community-sponsored meetings, business outreach and other related functions, with supervisor approval.
- Attend required training courses.
- Conduct various assignments requested by program supervisor or management staff.
- Possess knowledge of computer applications related to the position.

Employment Specialist Job Skills:

- Knowledgeable of WIA rules and regulations.
- Good written and oral skills.
- Knowledge and experience with job development and employer outreach.
- Knowledge of current labor market demands.
- Timely submission of all required documents.
- Computer literate.
- Have the ability to work effectively with customers, co-workers, supervisors.
- Ability to motivate customers utilizing effective counseling and case management techniques.
- Ability to work within deadlines, manage multiple assignments and priorities within a fast paced environment.
- Bilingual English/Spanish highly desirable.
- Possess valid California driver's license.

Resource Center Assistant (Universal Services)

- Conducts recruitment, intake, program orientations, assessment, and program/services referrals.
- Provides customer service, answers questions, informs customers of Center activities, procedures, and meets customers needs.
- Monitors operation and performs routing maintenance of Resource Center computers and office equipment including photocopies, fax machines, and printers..
- Collects, distributes and maintains information and resource materials regarding available services and activities.
- Assist customers with maintenance of job postings.
- Assists customers with drafting resumes and cover letters, completing job applications, computer operations, and on-line search activities.
- Assist with data entry and tracking of customer registrations, scan card issuance, activities and usage of Internet-based Virtual One Stop case management system.
- Assist customers using the Resource Library.
- Assist customers on proper approaches during self-directed job search.
- Provides Front Desk relief coverage as needed.
- Conduct various assignments requested by administrator or management staff.

Resource Center Assistant Job Skills:

- Ability to work with and motivate customers.
- Knowledge of local labor market trends and job search strategies.

- Computer experience, knowledge of Microsoft Office (Word, Excel, Access, PowerPoint) and Internet (i.e., on-line recruitment sites).
- Ability to work independently with minimal supervision and exercise sound judgment in carrying out responsibilities.
- Strong written, oral and interpersonal communication skills.
- Ability to be flexible and work cooperatively with other staff.
- Bilingual English/Spanish highly desirable.
- Possess valid California driver's license.

Intake Specialist (Universal and Staff Assisted Services)

- Assist supervisor in daily activities.
- Assist with program application, intake and certification process.
- Assist with maintenance of resources and equipment.
- Maintain customer/participant/visitor traffic flow, including sign-in log and activities for various reports and reporting.
- Answer phones and greet customers.
- Provide clerical support.
- Data entry.
- Conduct various assignments requested by administrator or management staff.

Intake Specialist Job Skills:

- Computer literate.
- Follows through on assignments.
- Ability to work effectively with customers.
- Courteous.
- Punctual with good attendance.
- Uses time productively.

Disability Program Navigator

- Assist people with disabilities to access and connect with the wide variety of services available to promote employment and career advancement.
- Eligibility determination for disabled clients including deaf/hard of hearing, blind/low vision, and other physical disabilities, developmental disabilities, including long term recipients of SSI and SSDI.
- Initiate customized employment services with the Department of Rehabilitation, SSA, DRC, WIA, etc.
- Train and serve as resource for staff.

Disability Program Navigator Job Skills:

- Knowledge of rules and regulations.
- Good written and oral skills.
- Knowledge and experience with job development and employer outreach for the disabled.
- Knowledge of current labor market demands.
- Timely submission of all required documents.
- Computer Literate.
- Have the ability to work effectively with customers, co-workers, supervisors.

- Ability to motivate customers utilizing effective counseling and case management techniques.
- Ability to work within deadlines.
- Bilingual English/Spanish highly desirable.
- Possess valid California driver's license.

Outreach Specialist

- Conduct outreach/marketing to agencies and organizations that service people with disabilities, fostering linkages with them.
- Develop linkages and collaborate with employers to facilitate job placement and retention for individual with disabilities.
- Facilitate the transition of in- or out-of-school youth with disabilities to secure employment and economic self-sufficiency.
- Provide on-going assessment of One-Stop Career Center facilities, services, programs ensuring accessibility to individuals with disabilities.
- Continuous strive to expand services to individuals with disabilities.

Outreach Specialist Job Skills:

- Ability to work with and motivate customers.
- Knowledge of local labor market trends and job search strategies.
- Computer literate.
- Strong written, oral and interpersonal communication skills,
- Ability to work within deadlines.
- Bilingual English/Spanish highly desirable.
- Possess valid California driver's license.